NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

March 7, 2014
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

Below is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District's Board of Directors was called to order on the above date at 9:11 a.m.

ROLL CALL:

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County	*Commissioner Barney Trujillo*	*County Manager Tomas Campos*
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chavez*	
Nambé Pueblo		*Lonnie Montoya (Telephonically)*
Pojoaque Pueblo	*Tim Vigil*	
Ohkay Owingeh		*Ben Lujan*
San Ildefonso Pueblo	*Lillian Garcia*	
Santa Clara Pueblo	*Absent*	
Tesuque Pueblo		*Sandra Maes*
City of Santa Fé		*Jon Bulthuis (Telephonically)*

City of Española	*Mayor Pro Tem Dennis Tim Salazar*	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	*Elizabeth Carter*	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Finance Director
Mr. Gus Martinez, Fleet Manager
Ms. Dalene Lucero, Executive Assistant
Ms. Stacey McGuire, Project and Grants Specialist
Mr. Jim Nagle, Public Information Officer
Mr. Michael Kelly, Transit and Facilities Operations Director

Others Present

Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. John Jarrard, Huitt-Zollars
Ms. Alisha Cata, Ohkay Owingeh Pueblo
Mr. Ken Smithson, Santa Fe Trails
Mr. Antonio Sierra, Rio Grande Sun
Mr. Eric Aune, SFMPO
Scott Scanland, New Mexico Government Affairs
Greg White, NMDOT

APPROVAL OF AGENDA:

Commissioner Trujillo made a motion to approve the agenda as presented. Mr. Lujan seconded the motion and it passed by unanimous voice vote (10-0).

APPROVAL OF MINUTES – January 10, 2014 and February 7, 2014

Councilor Sheehey asked that the minutes be amended to reflect the correct spelling of his name.

Mr. Bulthuis made a motion to approve the minutes from January 10, 2014 and February 7, 2014 as amended. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote (10-0).

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

A. SFMPO Public Transit Master Plan

Mr. Aune gave a brief update regarding the SFMPO Public Transit Master Plan. The Santa Fe Metropolitan Planning Organization (SFMPO) Public Transit Master plan is one of three "modal priority plans" specifically called out in the 2010-2035 Metropolitan Transportation Plan (MTP). The MTP also includes the 2012 Bicycle Master Plan and the pending 2014 Pedestrian Master Plan. Specifically, the 2010 Santa Fe Metropolitan

Transportation Plan directs the Santa Fe MPO to take on a number of initiatives to advance how the transportation system will become accessible, interconnected, sustainable and multimodal. RFPs are due on March 7 at 2 p.m. local time.

B. 2014 Legislative Report

Mr. Scanland gave a brief overview regarding the 2014 Legislative session and the status of bills the RTD was interested. Mr. Scanland reported that the Capital Outlay bill included $175,000 for the RTD for bus purchases.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

C. Review and Discussion of Maintenance Facility Conceptual Schematic Design and Cost Estimate

Mr. Mortillaro noted that at the July 13, 2013 Board meeting an award for the planning and conceptual design of a Maintenance Facility was authorized and awarded to Huitt-Zollars. The firm has now completed the program report of the functions and uses which serves as the basis of the design.

[Commissioner Chavez entered the room at 9:20 a.m.]

Mr. Jarrard reviewed the Maintenance Facility conceptual schematic design and cost estimate as presented. A site plan providing for the placement of the facilities and current and future uses of the District property was also presented as well as a floor plan and future building expansion. Lastly, a high level cost estimate was generated for the conceptual design. This cost estimate did not include other site improvements such as the Park and Ride facility or the Transit Orientated Development.

[Mr. Vigil entered the room at 9:41 a.m.]

Mr. Mortillaro mentioned that the project will not be able to be constructed until a funding source is secured, however, if District capital funds are available and if authorized by the Board at budget time it might be possible to proceed with final design of the project. Final design will take approximately 6-9 months. The estimated cost for design is $577,500.

[No action was required on this item. This item was for discussion and review only.]

D. Discussion and Consideration of Resolution 2014-04 Authorizing the Title VI Update

Ms. McGuire gave a brief overview on this item. She noted that the NCRTD is mandated by FTA C 4702.1A to adopt Title VI regulations (49 CFR part 21). This program will integrate into the Districts programs and activities considerations expressed in the Department's Order on Environmental Justice (Order 5610.2), and Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087, December 14, 2005). FTA requires this program in order to receive grant funds that are passed through the New Mexico Department of Transportation (NMDOT) and received by the NCRTD.

Ms. McGuire also mentioned that the proposed Title VI program had already been reviewed by NMDOT. Resolution 2014-04 provides for the adoption of the FTA mandated Title VI Program which prohibits discrimination on the basis of race, color, or national origin in federally funded programs and activities.

Further discussion went on regarding this item.

It was recommended that the Board move for approval of Resolution No 2014-04 authorizing the adoption of the District's Title VI program.

Mr. Bulthuis made a motion to approve Resolution 2014-04 as presented. Commissioner Trujillo seconded the motion and it passed by unanimous voice vote (12-0).

[Mr. Bulthuis exited the meeting.]

E. Discussion and Consideration of Resolution 2014-05 Establishing a Sustainability Committee and Adopting a Charter for the Appointment of Members

Mr. Kelly gave a brief overview on this item noting that the Board adopted a Sustainability Plan on February 7, 2014. The plan calls for the establishment of a Sustainability Committee that would set goals, measurements and provide reports of progress on sustainability initiatives and goals to the Board. In order to form a Sustainability Committee, there is a need for a Sustainability Charter that sets the framework for the establishment of the Sustainability Committee by the Board and the work the committee will be tasked to perform.

Mr. Kelly went over the Sustainability Charter in further detail.

Further discussion went on regarding this item.

It was recommended that the board consider approve Resolution 2014-05 authorizing the adoption of the Sustainability Committee Charter that will provide for the establishment the Sustainability Committee in order to facilitate the success of the Sustainability Plan.

Per Mr. Dwyer, it was recommended that page 1 (page 88 of packet) of the Sustainability Charter be amended to state "4 – 2 year terms", rather than "3 – 2 year terms".

Commissioner Chavez made a motion to approve Resolution 2014-04 as amended. Councilor Ring seconded the motion and it passed by unanimous voice vote (11-0).

F. Discussion and Direction Amending the Para Transit and Demand Service Policies

Mr. Kelly noted that the "ADA Complementary Paratransit and Demand-Response Service Policies and Procedures" require updates to the policy in order to capture the FTA-ADA requirements outlined in the updated Service Plan along with the addition of Dial-a-Ride service in Pojoaque-Nambe. As a result of these changes a discussion regarding the expanded ¾ mile zone on all routes and specifically the Chimayo Route and the Santa Fe Route into Santa Fe County have prompted the need for further policy clarification from the Board regarding the peak period expansion of the demand response service outside of the 15 mile Rio Arriba County radius.

[The Board recommended that staff return with a resolution for adoption of the amended policies for the next Board meeting on April 4, 2014.]

DISCUSSION ITEMS:

G. Discussion and Review of Ski Santa Fe Service Update

Ms. McGuire mentioned that NMDOT was provided a detailed budget in February for each route/component included in the original request, including the anticipated service expansion to Santa Fe National Forest and Ski Santa Fe. The budget has been reviewed by NMDOT, and it has been determined that additional funding will not be provided for FY14. However, NMDOT will preliminary include the additional request for services in the FY15 request.

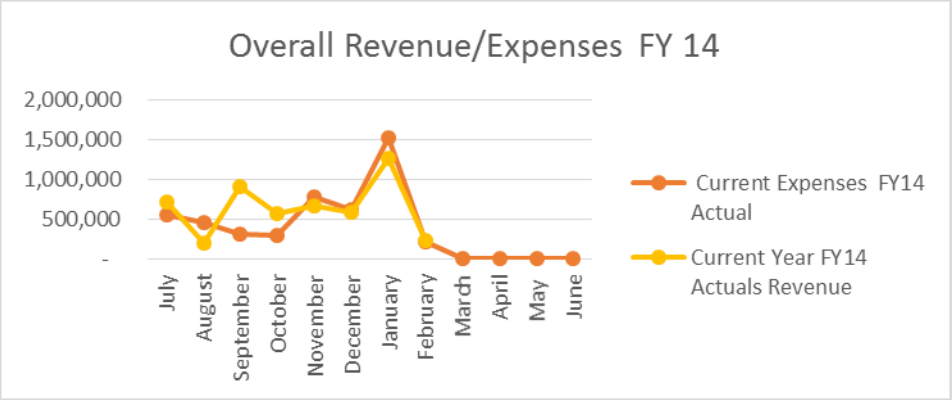
Ms. McGuire also stated that she was working with Steve Elkins and NMDOT to determine how to proceed and what is expected in submitting a revised FY15, 5311 application that incorporates the additional requests.

Internal conversations among Staff have begun to address the funding component and the potential partners that could play a role. It is anticipated that in the coming weeks a formal funding approach will be designed with details to be provided at the April Board meeting.

Ms. McGuire went on further stating that the NCRTD had been approached by members of community groups and/or transit advocates, and would like to be involved in the process. A representative of both the Sustainable Santa Fe Commission and Business and Quality of Life Committee have reached out to the NCRTD and have expressed a willingness to participate and facilitate the provision of additional information supplied by local interest groups. The District looks forward to working with these pasties as this project moves forward.

[No action was required on this item. This item was for discussion and review only.]

H. Financial Report for February 2014:



I. Finance Subcommittee Report:

There was no report. However, Mr. Mortillaro noted that the Finance Subcommittee participated in a Customer Service Initiative Focus group that was held on February 12th in place of the regularly scheduled Finance Subcommittee meeting.

J. Tribal Subcommittee Report:

There was no report. However, Mr. Mortillaro noted that the Tribal Subcommittee participated in a Customer Service Initiative Focus group that was held on February 12th in place of the regularly scheduled Tribal Subcommittee meeting.

K. Executive Report for February 2014 and Comments from the Executive Director:

1) Executive Report

- Mr. Mortillaro reported that the MAP 21 Tribal Allocations have been announced and that the RTD was successful in obtaining $244,878 in total for the Pueblos of San Idlefonso, Pojoaque, Tesuque and Santa Clara. He commended Stacey McGuire for her efforts in working with the FTA and the Tribal Members on this allocation effort.

- Mr. Mortillaro indicated that he has been invited to present an update on the NCRTD at the Santa Fe County Commissioners meeting on March 25.

2) Performance Measures for January 2014

3) Ridership Report for January 2014

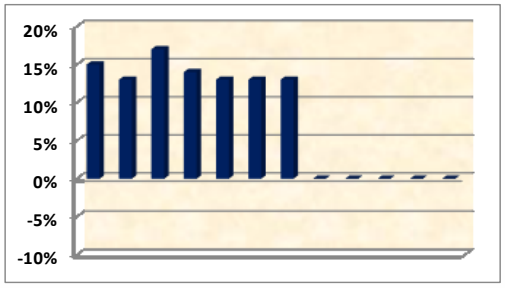
NCRTD Monthly Ridership Summary

January 1, 2014 thru January 31, 2014

Calendar Operating Days

	This Year
Jul-13	21
Aug-13	22
Sep-13	20
Oct-13	22
Nov-13	18
Dec-13	21
Jan-14	21
Feb-14	
Mar-14	
Apr-14	
May-14	
Jun-14	

Total Ridership YTD % Change



	Monthly System Totals				Year to Date Totals			
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change
NCRTD Operated	17,102	16,642	460	3%	119,639	110,838	8,801	7%
NCRTD Funded	23,169	19,235	3,934	17%	188,507	157,732	30,775	16%
All Systems Funded Total	40,271	35,877	4,394	11%	308,146	268,570	39,576	13%

MATTERS FROM THE BOARD

L. Appointment of Alisha Cata, Program Coordinator as a Member of the Tribal Subcommittee to represent Ohkay Owingeh

Chairman Barrone stated that Ms. Mermejo was stepping down from the Tribal Subcommittee, but would remain on the Board.

As per the appointment letter from Ohkay Owingeh, it was recommended that Ms. Alisha Cata represent the Pueblo of Ohkay Owingeh as the new Tribal Subcommittee member.

Further discussion went on regarding this item.

Mr. Vigil made a motion to approve Ms. Cata's appointment as the new Tribal Subcommittee member for Ohkay Owingeh. Councilor Ring seconded the motion and it passed by unanimous voice vote (11-0).

MISCELLANEOUS

There were none.

ADJOURN

The meeting was adjourned at 11:20 a.m.

NEXT BOARD MEETING: April 4, 2014 at 9:00 a.m.